

10. WASTE MANAGEMENT

Remediation-derived waste generated during the OU 3-13, Group 5, groundwater sampling may include the following:

- Contaminated PPE, wipes, bags, and other refuse
- Contaminated sampling equipment
- Purge water
- Used sample containers and disposable sampling equipment
- Aqueous and liquid organic analytical wastes
- Analytical debris (e.g., glassware, pipettes).

The disposition and handling of waste for this project will be consistent with the "Waste Certification Plan for the Environmental Restoration Program" (INEL 1997) and the project-specific WMP for OU 3-13, Group 5 groundwater (DOE-ID 2000d). However, field personnel will be responsible for the initial segregation of waste based on sampling conditions and/or location (MCP-62). The segregation of waste will play an important role in the reduction of waste generated by this project.

11. HEALTH AND SAFETY

Work performed for the Group 5 LTMP will be performed in accordance with the project HASP (INEEL 2000).

12. DOCUMENT MANAGEMENT

Subsection 12.1 summarizes document management and sample control. Documentation includes field logbooks used to record field data and sampling procedures, chain-of-custody forms, and sample container labels. The analytical results from this field investigation will be documented in reports.

12.1 Documentation

The FTL will be responsible for controlling and maintaining all field documents and records, and for verifying that all required documents to be submitted to the INEEL SMO are maintained in good condition. All entries will be made in indelible black ink. Errors will be corrected by drawing a single line through the error, and entering the correct information. All corrections will be initialed and dated.

12.1.1 Sample Container Labels

Waterproof, gummed labels generated from the SAP database will display information such as the unique sample identification number, the name of the project, sample location, and analysis type. Labels will be completed and placed on the containers in the field before collecting the sample. Sample team members will provide information necessary for label completion. Such information may include sample date, time, preservative used, field measurements of hazards, and the sampler's initials.

12.1.2 Field Guidance Form

Field guidance forms, provided for each sample location, will be generated from the SAP database, to ensure unique sample numbers. These forms are used to facilitate sample container documentation and organization of field activities, and contain information regarding the following:

- Media
- Sample ID numbers
- Sample location
- Aliquot ID
- Analysis Type
- Container size and type
- Sample preservation.

12.1.3 Field Logbooks

In accordance with INEEL SMO format, field logbooks will be used to record information necessary to interpret the analytical data. All field logbooks will be controlled and managed according to the INEEL MCP-231, "Logbooks."

12.1.3.1 Sample/Shipping Logbook. Sample logbooks will be used by the field teams. Each sample logbook will contain information such as:

- Physical measurements (if applicable)

- All quality control (QC) samples
- Shipping information (e.g., collection dates, shipping dates, cooler ID number, destination, chain-of-custody number, name of shipper)
- All team activities
- Problems encountered
- Visitor log
- List of site contacts.

This logbook will be signed and dated at the end of each day's sampling activities.

12.1.3.2 Field instruments Calibration/Standardization Logbook. A logbook containing records of calibration data will be maintained for each piece of equipment requiring periodic calibration or standardization. This logbook will contain logsheets to record the date, time, method of calibration, and instrument ID number.

12.1.3.3 Field Team Leader's Daily Logbook. A project logbook maintained by the FTL will contain a daily summary of the following:

- All field team activities
- Visitor log
- List of site contacts
- Problems encountered
- Any corrective actions taken as a result of field audits.

This logbook will be signed and dated at the end of each day's sampling activities.

13. REFERENCES

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